

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Severance Notice	REFERENCE NUMBER: 2007-043
DATE ISSUED: 12/20/07	SUPERSEDES:

This memorandum should be forwarded to:

**Labor Relations Officers
Personnel Officers
Human Resource Managers
State Office / Facility Managers**

FROM: Department of Personnel Administration
Labor Relations

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On November 30, 2007, the Peace Officers of California ("POC") filed a severance petition with the Public Employment Relations Board (PERB) requesting to remove the peace officers from the California Statewide Law Enforcement Association (CSLEA) Bargaining Unit 7 (Protective Services and Public Safety). The severance petition is for those peace officers as "within the meaning of California Penal Code, Part 2, Title 3, Chapter 4.5 commencing with Section 830".

You are required to follow certain procedures as part of this severance process, including posting the two documents described below in any worksite employing Unit 7 employees. **Please follow these instructions carefully.** Be sure to also remind your excluded employees about the strict neutrality requirements described on page 2.

What You Must Do: You must print the following documents and post them immediately. To access the documents on DPA's Web site, click on the title below:

[Notice of Dills Severance Petition](#)
[Dills Severance Petition](#)

When to post: Immediately. Each document must remain posted for at least **20 calendar days**. When you post the Notice of Dills Severance Petition, you must fill in the date fields for "Date notice was posted" and "This notice must remain posted until." (For example, if the notice is posted December 20, it must remain posted until January 10.)

Where to post: The documents must be posted conspicuously on all employee bulletin boards in each facility where Bargaining Unit 7 peace officer employees work.

Strict Neutrality Required: The law requires that the Unit 7 severance process be conducted fairly, efficiently, and in full compliance with Public Employment Relations Board (PERB) instructions. All managers, supervisors, and other excluded employees are reminded not to make any statements or otherwise express favoritism or bias toward one organization or another involved in this severance action.

All managers, supervisors, and other excluded employees includes employees who are serving in out-of-class assignments, training, and development assignments or otherwise serving in an "acting" capacity as a manager, supervisor or excluded employee. This includes any employee holding any type of appointment (i.e., permanent, limited term, temporary, probationary, etc.) to a managerial, supervisory or other excluded classification.

/s/Julie Chapman
Deputy Director of Labor Relations

Attachment